

**Town of Freeport**  
**Site Plan Review Submission Checklist**  
**Per Section 602 of the Freeport Zoning Ordinance**

**Submission Requirements:** When the owner of the property or authorized agent makes formal application for Site Plan Review, the application for the Site Plan or an amendment to an approved plan shall contain at least an application, a deed for the property, plans, building elevations, and a cover letter. More details on each of these items are listed below. The Town Planner shall make an initial review of the application to determine if it is complete.

Requirement	If the item <b>has not been included</b> with the submission, a waiver must be requested. Please explain the reason:
<b>Application:</b> A fully executed and signed copy of the application for Site Plan Review. The application form will be provided by the planning department.	
<b>Deed:</b> A copy of the recorded deed for the property. If the applicant is not the property owner a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out.	
<b>Cover letter:</b> A cover letter explaining the project should include details on any proposed construction or change of use that can't be explained by the plans. The cover letter should also list other local, state, or federal permits or licenses that will be required. If applicable, the cover letter should include the applicant's intent for ownership of the open space.	
<b>Plans:</b> At least twelve (12) copies of a site plan drawn at a scale sufficient to allow review under the Criteria and Standards of section (G) of Section 602, but at not more than 50 feet to the inch for that portion of the total tract of land being proposed for development and twelve (12) copies of the plan on 11 X 17" size sheets. All plan sheets must also be submitted electronically in a pdf format. All plans shall include the following information:	
a. Owner's name, address and signature;	
b. <u>Boundaries</u> of all contiguous property under the control of the owner or applicant regardless of whether all or part is being developed at this time;	
c. The <u>bearings and distances</u> of all property lines, and easements and the location of the adjacent right-of-way. A formal survey is recommended for new developments; however, the Project Review Board may waive the requirement of a formal boundary survey when sufficient information is available to	

establish, on the ground, all property boundaries;	
d. <u>Zoning classification(s)</u> of the property and the location of Zoning District boundaries if the property is located in two or more Zoning Districts;	
e. The <u>lot area</u> of the parcel and the <u>road frontage</u> ;	
f. The <u>location, size, and type of all existing and proposed buildings</u> and structures (including size and height) and the setbacks from property lines, driveways, sidewalks, parking spaces, loading areas, open spaces, large trees, open drainage courses, signs, exterior lighting, service areas, easements and landscaping;	
<p>Developments proposed on land that hasn't been previously developed, redevelopment of property, and or significant expansion shall also include the following information. The Town Planner may determine what additional information will need to be submitted. The Project Review Board may require additional information or may waive the additional submission requirements required by the Town Planner.</p>	
g. Sketch map showing general location of the site within the town;	
h. The location of all <u>buildings within 150 feet</u> of the parcel to be developed and the location of <u>intersecting roads or driveways within 200 feet</u> of the parcel;	
i. Existing and proposed <u>topography</u> of the site at two foot contour intervals if major changes to the existing topography are being proposes;	
j. A <u>stormwater drainage</u> plan showing: (1) the existing and proposed method of handling stormwater run-off; (2) the direction of flow of the run-off through the use of arrows; (3) the location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins, and storm sewers; (4) engineering calculations used to determine the increased rate of drainage based upon the pre and post development conditions of a two year, ten (10) year and twenty-five (25) year storm frequency. The drainage plan shall result in no increase to the rate of off site-drainage from the pre-development rate. (5) Plan for maintaining and/or improving stormwater quality. Retention of the first one-half inch of run-off from a storm event for 24 hours may be required. (6) Compliance with Section 529.4, if applicable.	

<p>k. A <u>utility plan</u> showing provisions for water supply and waste water disposal, including the size and location of all piping, holding tanks, leach fields, etc., and showing the location and nature of any solid waste collection facility and all electrical, telephone and any other utility services to be installed on the site. Impact on groundwater shall be evaluated. All utilities shall be underground whenever feasible as determined by the Project Review Board.</p>	
<p>l. <u>Lighting</u> showing the location, type, radius and intensity in foot candles of all exterior lighting, including sidewalk lighting in the Village Commercial 1 and 2 Districts.</p>	
<p>m. A <u>landscaping</u> schedule keyed to the site plan and indicating the varieties, sizes, and the locations of trees, shrubs, plants and any other landscaping elements to be retained or to be planted or placed on the site. It should include proposed methods of protecting existing trees and growth during and after construction.</p>	
<p>n. If a new entrance is proposed; <u>sight distances</u> at the entrance is required in both directions</p>	
<p>o. <u>Building elevations</u>: For new building construction, building elevation drawings of all sides of the building including the description of type, color, and texture of all buildings.</p>	
<p>p. Estimated <u>peak-hour traffic</u> to be generated by the proposal.</p>	
<p>q. The <u>type and size of all permanent machinery</u> likely to generate appreciable noise at the lot lines.</p>	
<p>r. The amount and type of any raw, finished <u>or waste materials to be stored</u> outside of roofed buildings, including their physical and chemical properties, if applicable.</p>	
<p>s. A <u>list of construction items</u> that will be included in the performance guarantee and the estimated or actual cost of completing those items.</p>	
<p>t. Provisions for <u>maintenance agreements</u> of all common areas, if applicable.</p>	
<p>u. <u>Condominium declarations</u>, if applicable, including, but not limited to, organization of the homeowners' association and provisions for maintenance of common areas.</p>	